CA

53626 Filing and Service

(a)

All papers shall be filed at the State Department of Health Care Services, Office of Administrative Hearings and Appeals, 3831 N. Freeway Blvd., Suite 200, Sacramento, CA 95834, and shall be deemed filed as of the postmark date, or receipt by the Department, if no legible postmark is provided.

(b)

Service may be accomplished and proved by:(1) Ordinary mail, postage fully prepaid, and the execution of a declaration of service by mail, made under penalty of perjury. (2) Any means authorized by law for use in civil actions.

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  (2)

  Any means authorized by law for use in civil actions.

(c)

Proof of service shall include the following information stated under penalty of perjury to be true: (1) The name of the patient to which the served document pertains. (2) Specific identification of each document served. (3) The identity of the person or party served, the date of service and address to which service was tendered.

(1)

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(2)

Specific identification of each document served.

(3)

The identity of the person or party served, the date of service and address to which service was tendered.

(d)

Except as may otherwise be provided in this article, all documents and papers filed by a provider hereunder shall be properly served on the plan. Each plan shall keep its State contract officers apprised of the identity and address of the person authorized to accept such service on behalf of the plan. A plan shall also provide this information in writing upon request to provider representatives.